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OFFICE OF SCIENTIFIC INTELLIGENCE

PERSONNEL

REGULATION

R SI 20-3

18 December 1963

THE OSI CAREER SERVICE PANEL

25X1A

REFERENCE: [REDACTED] dated 15 September 1961  
The CIA Career Council and the Career Services

RESCISSION: R SI 20-3, dated 13 March 1962  
The OSI Career Service Board

1. GENERAL

This Regulation outlines the organization and general responsibilities of the OSI Career Service Panel.

2. ORGANIZATION

a. The OSI Career Service Panel will consist of the following members:

- (1) Ex Officio Member

Assistant Director

- (2) Permanent Members

Deputy Assistant Director, Chairman

Chief, ABCD

Chief, BMSD

Chief, DSD

Chief, GSD

Chief, LSD

Executive Officer

- (3) Executive Secretary

Chief, Services Branch

- (4) Recording Secretary

b. Meetings will be held at 1400 hours on the last three Wednesdays of each month or at the call of the Chairman. Five permanent members will constitute a quorum. The Chairman will designate a permanent member to serve in his absence.

c. The minutes of the Panel meetings will be recorded and a summary of the Panel's activities will be disseminated every four months to all Office personnel.

~~SECRET~~

R SI 20-3  
18 December 1963

d. All matters for consideration by the Panel will be submitted to the Executive Secretary by the Friday preceding the Wednesday on which the Panel meets.

### 3. RESPONSIBILITY

a. It will be the responsibility of the OSI Career Service Panel to advise the Assistant Director for Scientific Intelligence on personnel management matters and to monitor the application and functions of the CIA personnel program as it applies to the personnel with R Career Designations.

### 4. FUNCTIONS

a. The OSI Career Service Panel, as an advisory group to the AD/SI, will monitor the personnel management program of the Office and advise him in the following matters:

(1) The implementation of Agency and DD/S&T Career Service Board personnel programs;

(2) The policies and procedures for Office career development, position assignment, promotion, and training.

b. The OSI Career Service Panel will conduct a competitive evaluation and rate all personnel in grades GS-9 through GS-14 once a year.

c. The OSI Career Service Panel will review and make recommendations to the AD/SI concerning:

(1) Requests for promotion to grades GS-6 through GS-15;

(2) Candidates for the Agency Midcareer Course;

(3) Requests for external training in excess of 160 hours;

(4) Candidates for OSI vacancies in grades GS-7 through GS-15;

(5) Candidates for senior officer schools and the Harvard Advanced Management program;

(6) Candidates for Office, Agency and Federal Honor and Merit Awards;

(7) Candidates for overseas positions;

~~SECRET~~

R SI 20-3  
18 December 1963


- (8) Requests for the transfer of professional personnel to another Career Service designation;
- (9) Proposed involuntary separations or any other adverse actions.

d. The OSI Career Service Panel will review and approve:

- (1) Requests for internal training of more than 160 hours full time;
- (2) Requests for all external training up to 160 hours;
- (3) Recommendations for the retention of probational professional employees;
- (4) Selection of individuals for Career Employee status.

e. The OSI Career Service Panel will perform such other functions as may be directed by the Assistant Director, SI

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DONALD F. CHAMBERLAIN  
Assistant Director  
Scientific Intelligence

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